



# Title: Procurement Analyst I

FLSA Status: Non-Exempt

## BRIEF DESCRIPTION:

The purpose of this position is to provide procurement analysis and support for staff and activities. This is accomplished by procuring materials/supplies, professional, architectural and engineering services, public works, construction and commodities, conducting procurement analysis and support, analyzing bids, evaluating proposals, preparing documents and correspondence, tracking information and reporting, and providing public information.

## ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary   | (L) Light   | (M) Medium  | (H) Heavy   | (V) Very Heavy   |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions   | % of Time |
|---|------|---|-----------|
| 1 | L    | Provides procurement analysis and support by preparing proposals and bid documents, reviewing, editing, and writing recommendations for scope of service and technical specifications, determining contract requirements, coordinating the review process, preparing the final document and public notice for mailing, providing technical support for Board approval and award, preparing documents and correspondence, and procures materials/supplies as needed. | 35%       |
| 2 | L    | Conducts bid analysis and proposal evaluation process by conducting public bid openings, reviewing certifications, licenses and debarments for submittal, coordinating distribution to the evaluation committee and calculating results, preparing cost analysis, assisting project managers with the final recommendation, coordinating the submittal of issue papers and documents, and administering bid protests.   | 25%       |
| 3 | L    | Conducts post-award analysis and support by preparing the notice to proceed, attaching necessary documentation regarding purchase order requisitions, amending contracts, processing invoices, preparing evaluation summaries, filing memos on contract negotiations, scheduling debriefings and kick-off meetings, and reviewing payroll.  | 15%       |
| 4 | L    | Coordinates information tracking and reporting by scanning, e-filing, and maintaining electronic and hard copy files, inputting prospect and vendor information into the database, developing   | 15%       |



|   |   |   |     |
|---|---|---|-----|
|   |   | outreach lists for solicitation purposes, tracking project information such as status and deadlines, creating customized cost analysis and evaluation scores, and tracking purchase orders and payments.  |     |
| 5 | L | Provides public information services by coordinating and participating in meetings for internal and external stakeholders, creating and posting public notices, updating notices on the District's website, responding to requests, questions, concerns and complaints both verbally and in writing from prospects and the public, and performing vendor outreach activities and events. Participates in public outreach events, as needed, to enhance participation of Small Business/DBE suppliers. | 10% |

**JOB REQUIREMENTS:**

| -Description of Minimum Job Requirements- |   |
|---|---|
| Formal Education                          | <p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, English or a related field.</p> <p>Additional directly related experience may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of required education.</p> |
| Experience                                | A minimum of one (1) year of experience performing procurement related activities.  |
| Supervision                               | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.   |
| Human Collaboration Skills                | Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.  |
| Freedom to Act                            | The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.   |
| Technical Skills                          | Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.   |
| Budget Responsibility                     | Position has no fiscal responsibility.  |
| Reading                                   | Intermediate - Ability to read papers, periodicals, journals, manuals,  |



|                                    |   |
|------------------------------------|---|
|                                    | dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.  |
| Math                               | Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.                           |
| Writing                            | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements |   |

| <b>KNOWLEDGE</b> |
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| <ul style="list-style-type: none"> <li>• Methods and techniques of preparing and evaluating bid documents.</li> <li>• Basic principles and practices of contract administration/procurement.</li> <li>• Procurement rules and regulations.</li> <li>• Intermediate statistical analysis.</li> <li>• Methods and techniques of tracking, recording and presenting statistical data.</li> <li>• English grammar, punctuation, spelling and usage.</li> <li>• General methods of tactful public communication.</li> <li>• Laws, rules, and regulations controlling procurement, fiscal and contract procedures.</li> <li>• Sources for procuring good and services.</li> </ul> |
|---|

| <b>SKILLS</b> |
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| <ul style="list-style-type: none"> <li>• Intermediate word processing, spreadsheet, presentation and database software.</li> <li>• Specialized software related to functional area.</li> </ul> |
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| <b>ABILITIES</b> |
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| <ul style="list-style-type: none"> <li>• Learn to prepare District specific bids and technical specifications.</li> <li>• Prioritize and deal with conflicting workload requirements.</li> <li>• Handle all internal and external contacts with courtesy, diplomacy, and tact.</li> <li>• Read, analyze, and interpret District policies, professional journals, technical publications, and government regulations.</li> <li>• Write reports, business correspondence, and procedure manuals.</li> <li>• Effectively present information and respond to questions from groups, managers, customers, and the general public.</li> <li>• Learn District and departmental guiding policies, procedures, processes, systems,</li> </ul> |
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methods and tasks.

- Organize information clearly and precisely.
- Apply customer service skills, representing the District in a positive way while working with the public.
- Administer District contracts.
- Learn transit agency operations and processes.
- Extract statistics and written information from reports and transfer to other documents.
- Learn the District's Procurement Standard Operating Procedures and Procurement Ordinance.
- Interpret funding sources to determine contract requirements.
- Learn FTA Circular and FTA Best Practices Procurement Manual.
- Maintain proper inventory levels.
- Review and approve requests for approved equals.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-

| Sedentary   | Light  | Medium  | Heavy   | Very Heavy   |
|---|--|---|---|--|
| <b>X</b>  |  |   |   |  |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

| C                        | F                            | O                      | R                          | N             |
|--------------------------|------------------------------|------------------------|----------------------------|---------------|
| <b>Continuously</b>      | <b>Frequently</b>            | <b>Occasionally</b>    | <b>Rarely</b>              | <b>Never</b>  |
| 2/3 or more of the time. | From 1/3 to 2/3 of the time. | Up to 1/3 of the time. | Less than 1 hour per week. | Never occurs. |

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand-               | -Frequency- | -Brief Description-   |
|---------------------------------|-------------|---|
| Standing                        | F           | Communicating with co-workers                                       |
| Sitting                         | C           | Desk work; meetings   |
| Walking                         | F           | To other departments/offices/office equipment                       |
| Lifting                         | F           | Supplies  |
| Carrying                        | F           | Files; supplies   |
| Pushing/Pulling                 | O           | File drawers  |
| Reaching                        | F           | For supplies; for files   |
| Handling                        | C           | Paperwork   |
| Fine Dexterity                  | C           | Computer keyboard; telephone pad                                    |
| Kneeling                        | F           | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crouching                       | O           | Filing in lower drawers; retrieving items from lower shelves/ground |
| Crawling                        | N           |   |
| Bending                         | O           | Filing in lower drawers; retrieving items from lower shelves/ground |
| Twisting                        | O           | From computer to telephone; getting inside vehicle                  |
| Climbing                        | F           | Stairs  |
| Balancing                       | N           |   |
| Vision                          | C           | Reading; computer screen  |
| Hearing                         | F           | Communicating with co-workers and public and on telephone           |
| Talking                         | F           | Communicating with co-workers and public and on telephone           |
| Foot Controls                   | R           | Driving   |
| Other (specified if applicable) |             |   |

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, scanner, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

|                          |                        |                          |                    |                   |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|
| <b>C</b><br>Continuously | <b>F</b><br>Frequently | <b>O</b><br>Occasionally | <b>R</b><br>Rarely | <b>N</b><br>Never |
|--------------------------|------------------------|--------------------------|--------------------|-------------------|

|                   |                                    |                                     |                        |                   |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|
| <b>D</b><br>Daily | <b>W</b><br>Several Times Per Week | <b>M</b><br>Several Times Per Month | <b>S</b><br>Seasonally | <b>N</b><br>Never |
|-------------------|------------------------------------|-------------------------------------|------------------------|-------------------|

| -Health and Safety Factors- |   |
|-----------------------------|---|
| Mechanical Hazards          | R |
| Chemical Hazards            | R |
| Electrical Hazards          | R |
| Fire Hazards                | R |
| Explosives                  | N |
| Communicable Diseases       | N |
| Physical Danger or Abuse    | R |
| Other (see 1 below)         | N |

| -Environmental Factors- |   |
|-------------------------|---|
| Respiratory Hazards     | R |
| Extreme Temperatures    | N |
| Noise and Vibration     | R |
| Wetness/Humidity        | N |
| Physical Hazards        | R |

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|   |   |   |                                   |
|---|---|---|-----------------------------------|
| <b>F</b><br>Frequently<br>From 1/3 to 2/3 of the time | <b>O</b><br>Occasionally<br>Up to 1/3 of the time | <b>R</b><br>Rarely<br>Less than 1 hour per week | <b>N</b><br>Never<br>Never occurs |
|---|---|---|-----------------------------------|

| -Description of Non-Physical Demands-         | -Frequency- |
|---|-------------|
| Time Pressure                                 | F           |
| Emergency Situation                           | O           |
| Frequent Change of Tasks                      | F           |
| Irregular Work Schedule/Overtime              | R           |
| Performing Multiple Tasks Simultaneously      | F           |
| Working Closely with Others as Part of a Team | F           |
| Tedious or Exacting Work                      | O           |
| Noisy/Distracting Environment                 | R           |
| Other (see 2 below)                           | N           |

(2) Office Environment and Warehouse

**PRIMARY WORK LOCATION:**

|                                |   |                     |  |
|--------------------------------|---|---------------------|--|
| Office Environment             | X | Vehicle             |  |
| Warehouse                      |   | Outdoors            |  |
| Shop                           |   | Other (see 3 below) |  |
| Recreation/Neighborhood Center |   |                     |  |

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.



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## **CLASS HISTORY**

Adopted: 04/04  
Revised: 02/09, 07/18  
Title Change:  
Maintenance  
Update:  
Abolished:  
Job Key: 60004191